

**Arizona Statewide Interoperability Executive Committee
Summary of Minutes
October 23, 2007**

Voting Members Present:

Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
Scott Tillman, Supervising Telecom Engineer, Arizona Department of Public Safety
Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County

Voting Members Absent:

Ken Leighton-Boster, Chief, Arizona Department of Health Services

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Jeff Miner, Project Manager, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order, Introductions and Roll Call

The meeting was called to order by Co-Chair Paul Wilson. Co-Chair Wilson noted for the record all SIEC Voting Body members were present with the exception of Mr. Ken Leighton-Boster who was not able to attend.

Approval of Minutes from September 25, 2007

Co-Chair Wilson announced minutes from September 25, 2007 meeting were not completed and were tabled until the next meeting.

Overview of the Development and Current Status of the Public Safety Interoperable Communications (PSIC) Grant

Statewide Communications Interoperability Plan (SCIP)

Mr. Curt Knight gave a brief overview of the Statewide Communications Interoperability Plan (SCIP) status reminding us of the final submission date of December 3, 2007.

Mr. Dennis Hausman, Federal Engineering, addressed the major components of the SCIP focusing on the areas in need of information and improvement. He reported Department of Homeland Security had requested the date Governor Janet Napolitano's Executive Order was signed indicating National Incident Management System (NIMS) implementation throughout the state. This document has been incorporated into the SCIP.

Other areas of interest needing additional information include major transit interoperability, agreements in existence for Emergency Management Compact (EMAC), the need for greater involvement from local, tribal, federal and non-governmental agencies, creation of a governance plan, migration plan, the need for more statewide standard operating procedures (SOPs), additional information outside of the Phoenix metropolitan area, comprehensive funding plan,

the means for measuring success and progress, outreach, and statewide training for the Arizona Interagency Radio System (AIRS). He advised the main three areas of concern and which also carried a heavily weighted rating on the SCIP were funding, outreach which also tied into participation from local, federal, tribal, and non-governmental agencies, and lastly, governance.

Mr. Knight advised the PSCC Chairman David Felix is strongly championing the governance aspect. He reported those interested in sharing their input and participating in the governance creation to make their interest known to the PSCC Support Office.

Mr. Hausman advised if there were comments, recommendations, or input to the SCIP to continue to send those to Mr. Knight with a courtesy copy to Ms. Evelyn Jablonski via email.

Co-Chair Mark Venuti questioned when the next draft SCIP would be released. Mr. Knight advised PSCC is trying to be careful with the version control and he would need to do some coordination with the Government Information Technology Agency (GITA) and Arizona Department of Homeland Security on when the next release date would be. The best he could offer on the next release was prior to our November 20 meetings to allow time for review.

Co-Chair Wilson asked if the purpose of the morning Statewide Interoperability Executive Committee (SIEC) November 20 meeting would be to accept or adopt the current SCIP and then make their recommendations known at the Public Safety Communications Commission (PSCC) at the afternoon meeting. Mr. Knight expressed that was the purpose.

Investment Justifications (IJ's)

Mr. Hausman reviewed the five investment justifications (IJs) as referenced in the SCIP and the criteria requirements for making application to them as were prioritized by the state. Those IJs prioritized by the state include 1) modern regional enhancements, 2) improve state microwave backbone infrastructure, and 3) Arizona Interagency Radio System (AIRS).

Co-Chair Wilson questioned if there was a final deadline established for obtaining signatures on Memorandum of Understandings (MOUs). Ms. Lisa Meyerson advised that would be much later down the road but intent to sign an MOU is sufficient for submission.

Grant Application Workbook

Mr. Hausman reminded those in attendance at the meeting of the 5:00 pm Sunday, October 28, 2007 deadline for submission of the application workbooks to Department of Homeland Security.

He advised application workbooks would be reviewed by a technical committee (the Interoperability Work Group) next week, followed by the Regional Advisory Councils (RACs) review, and ultimately a final decision/approval by the Director of the Arizona Department of Homeland Security.

Mr. Greg Wilkinson reported there was some confusion over the interpretation of the 20% match requirements as reflected in the application workbook which appeared to be incorrect. Mr. Tim Grubbs, Finance Manager, Arizona Department of Homeland Security, explained how the 20%

match requirement was calculated and then fielded questions from the SIEC members and the audience. He stated his office would look into the application workbook discrepancy. Mr. Grubbs agreed to pass out the handout of how to calculate the matching fund requirement and those interested in a copy to see him after the meeting. Co-Chair Wilson mentioned it would be helpful if the PSCC Support Office sent out an email regarding the 20% match calculation handout. Mr. Knight agreed the perspective on the how the calculation was arrived at could be viewed from either the federal or the state/local standpoint.

Co-Chair Venuti questioned based on those planning to submit application workbooks were there sufficient projects out there to utilize the monies that have been allocated. Mr. Knight felt there would be enough requests to utilize our allocation.

Date – Time – Location of Next Meeting

November 20, 2007, 10:00 a.m.

House of Representatives (House Hearing Room 3)

1700 West Washington

Phoenix, Arizona

Call to Public

No questions or comments arose.

Recommendations for Future Meetings

Mr. Knight advised information needs to be brought in front of the PSCC Commission to begin discussions on governance creation/plan.

In addition, Co-Chair Wilson recommended discussions on governance for 700 interoperable channels also needs to take place.

Adjournment

Co-Chair Wilson called for a motion to adjourn. Co-Chair Venuti made the first motion; Mr. Scott Tillman seconded and the motion was unanimously carried. Meeting adjourned at 10:45 am.